

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF MANCHESTER WATER DISTRICT

June 13, 2023

REGULAR MEETING

- 1.0* **Call to Order** – Board Chair Steve Pedersen called the regular meeting of the Manchester Water District Board of Commissioners (Board) to order at 5:31 p.m. Commissioners Bob Ballard and James Strode were also present. District General Manager Dennis O’Connell was present. Attorney Ken Bagwell was also present, and there was one guest from the public in attendance.

- 2.0 **Consent Agenda** – *Staff recommended approval of the consent agenda as presented.*
 - 2.1 **Approval of May 9, 2023, Special Meeting Minutes**
 - 2.2 **Approval of May 9, 2023 Regular Meeting Minutes**
 - 2.3 **Approval of May 16, 2023, Special Meeting Minutes**
 - 2.4 **Approval of Vouchers** – Presented for payment approval were General Fund vouchers totaling \$173,093.68 including \$45,651.84 and \$52,169.99 payments for debt service on Public Works Trust Fund loans. Streetlight vouchers for \$1,992.31, and \$1996.33 were also presented.
 - 2.5 **Approval of District Payroll Affidavit** – Tax and benefit payment vouchers for February 2023, totaling \$39,909.31 was also presented.

Commissioner Ballard moved to approve the consent agenda as presented. Commissioner Strode seconded, and **the motion carried unanimously.**

3.0 **Public Comment** – No public comment was offered.

4.0 **Regular Agenda**

4.1* **Verizon Telecommunications Lease – California Tank Site** - In a letter dated May 31, 2023, Verizon Wireless (Verizon) proposed a modification of their current lease agreement for wireless communications at the California Tank site. Currently, Verizon leases space at the site for \$1,361.33 per month, with a 3-percent annual increase. To meet their criteria for Verizon’s “long-term lease portfolio”, they are seeking a modification in terms to \$1,000.00 per month rent, with a 3-percent annual increase; but with the next increase on September 1, 2028. They are also requesting an option of six additional 5-year renewal terms. Prior to agreeing to any lease modification, staff recommended the Board authorize the General Manager and Attorney Ken Bagwell to represent the District during negotiations of any modified lease terms. Following brief discussion, Commissioner Strode moved to authorize the General Manager and Attorney Ken Bagwell to represent the District during lease negotiations with Verizon. Board Chair Pedersen seconded, and **the motion carried unanimously.**

4.2 Review of Financials & Operations

- 4.2.1 **Water Sales Data** – Water sales data through May 31, 2023, was reviewed with a total billing of \$142,588 to 1,888 services, and total consumption of 1,971,121 cubic feet or 14,743,985 gallons.
- 4.2.2 **Income & Expense Report** – The Income & Expense Report for the period ending May 31, 2023, was presented. The total fund balance at the end of this reporting period was \$1,016,183.30.
- 4.2.3 **Operations Update** – Spring has arrived, and with more sunshine comes greater demand, and that kept the Operations crew very busy. The crew installed two new services in May and has several more in the queue for next month. The crew also converted two more meters to AMR technology. The cedar fencing installation at Cedar Street Tank was completed and our neighbor seems very pleased. The Nebraska water line easement has been cleared and the line surveyed using our GPS equipment. The crew also continued system flushing, water quality sampling, and cleaned up Pomeroy Park before the Memorial Day weekend. Cody installed a new vise, power inverter, and outlet on the RAM 2500 work truck and it is now in service. All bacteriological water samples collected were satisfactory. The District produced 22,306,000 gallons in May, which was 6,000,000 more gallons than during May of 2022.
- 4.2.4 **Developer Extension Update** - No updates to report.

5.0 Executive Agenda

- 5.1 **Executive Session Requested** – Board Chair Pedersen called an executive session to order at 6:13 p.m. The reason for the executive session was to discuss the terms and conditions of a potential employment contract for the District's General Manager position. The session adjourned at 6:28 p.m. with no formal Board action taken.
- 5.2 **Administrative Update** – No further update was offered.
- 5.3 **Board of Commissioners Comments** – Board Chair Pedersen moved to authorize Attorney Ken Bagwell to offer the position of District General Manager to Anthony Lang under the terms and conditions described in an employment agreement presented. Commissioner Ballard seconded and **the motion carried unanimously.**

6.0 Future Meeting Dates

- 6.1 July 11, 2023, 5:30 p.m. – Regular Meeting, Spring Street Workshop
- 6.2 August 8, 2023, 5:30 p.m. – Regular Meeting, Spring Street Workshop
- 6.3 September 12, 2023, 5:30 p.m. - Regular Meeting, Spring Street Workshop

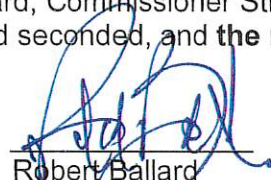
7.0 **Adjournment**

There being no further business to come before the Board, Commissioner Strode moved to adjourn the meeting at 6:37 p.m. Commissioner Ballard seconded, and **the motion carried unanimously.**



Steve Pedersen
Board Chair

James Strode
Secretary



Robert Ballard
Commissioner

** Indicates action item*